

Sample Letter: Notice to Transportation Carrier

The following template is a guide to submit a Letter of Notice to your transportation carrier(s). This should be written on your company's letterhead and forwarded to your transportation carrier immediately upon the discovery of a loss or damage shipment.

Date:

Address of common carrier or local representative:

City, State, Zip:

Regarding: Vessel or Carrier Name
Bill of Lading or Air Waybill Number:
Shipment Date:
Shipment Description:
Loss Amount (*state full CIF value unless actual damages are known*)
Reference Number:

To Whom It May Concern,

This letter is to inform you that we hold you fully responsible for the following claim that has occurred to our below mentioned shipment and/or shipments.

(Choose the applicable reason for claim)

- Non-Delivery
- Shortage upon delivery / pilferage
- Damage
- Contamination

Please be advised that our insurance carrier will be in contact with you.

(If applicable)

If you wish to inspect this shipment, please contact:

- [Name]
- [Company]
- [Title]
- [Phone Number]
- [Email address]

Sincerely,

[Name]

[Company]

[Title]

[Phone Number]

[Email address]

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